

Mobile Construction Inspection User Guide Version 3.0

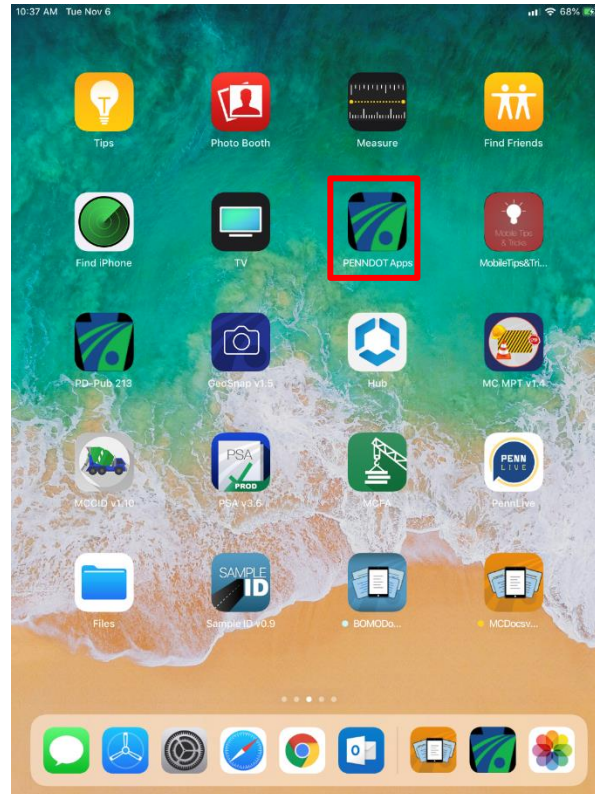
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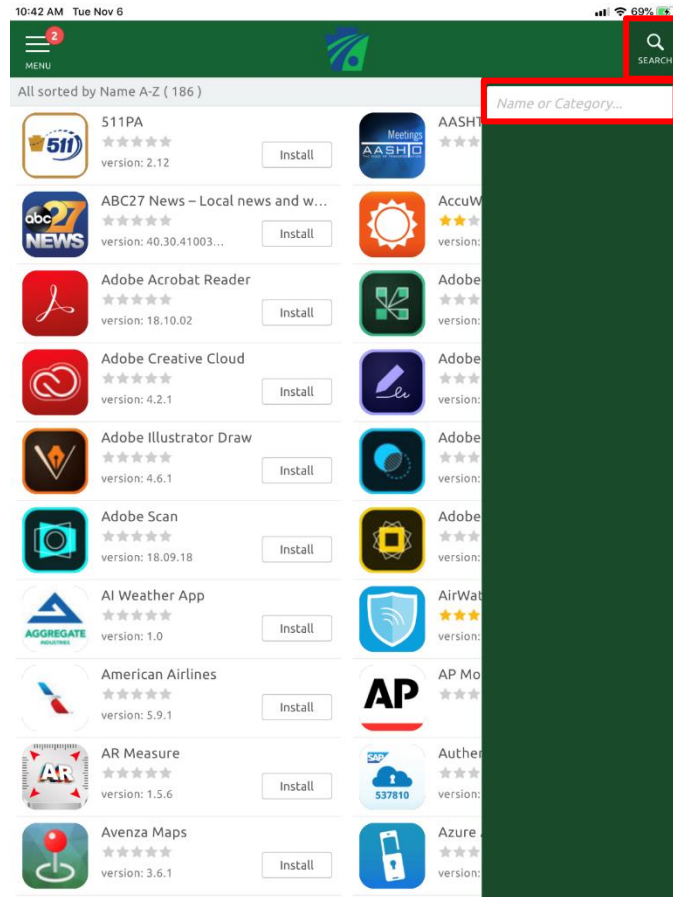
MC Docs Installation/Reinstallation

The MC Docs app should be part of the standard complement of apps on your iPad when you receive it. However, if you happen to delete the MC Docs app by mistake or it is not present on your iPad, you can access it for installation via the PennDOT App Catalog.

To begin the installation/reinstallation process, launch the App Catalog from your home screen by tapping the App Catalog icon.



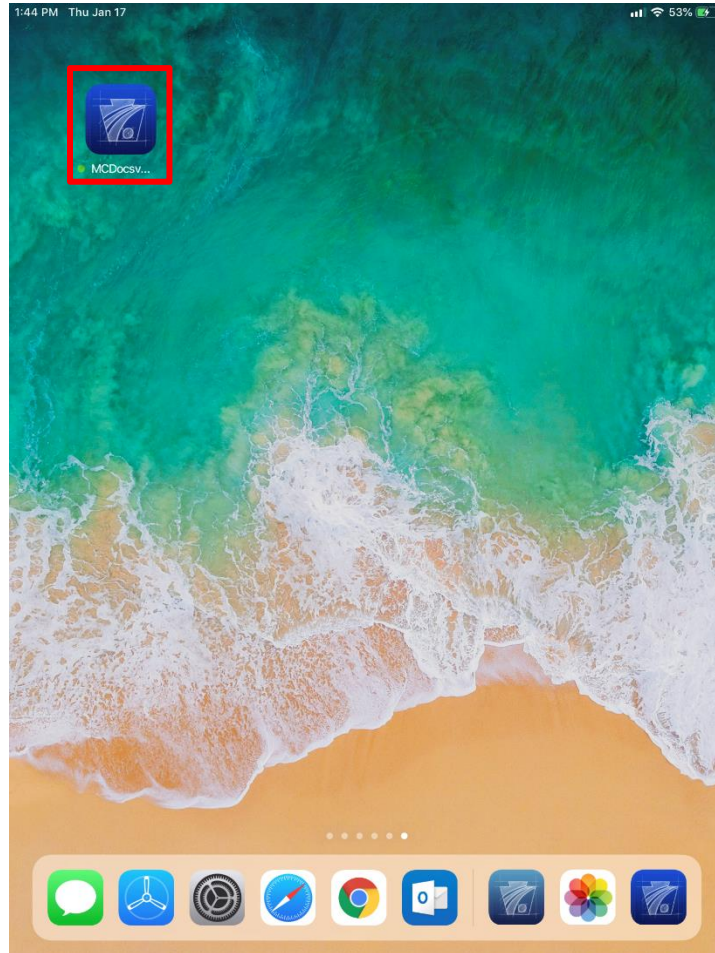
The app catalog will launch. Tap the “Search” button. Tap in the Search bar and begin typing ‘MCDocs’. The app should display below the search bar. Tap on the app.



Click the install/reinstall button. A confirmation message will display indicating that the application will install automatically and you will be taken to the home screen of the iPad. Tap ‘Install’. You will be taken to the home screen where you can locate the app icon and wait as it installs.

Launching the MC Docs App

To launch the MC Docs app after you have installed it, click the MC Docs app icon on your home screen.



Log In/Log Out

Log In

After you launch the MC Docs app, you will be presented with a log in screen. To access the MC Docs app, enter your CWOPA user name and password. **(It not not necessary to add CWOPA at the beginning of the assigned username or add @pa.gov)** Then, click “Log In.”

The ‘Remember Me’ button allows the app to remember your login credentials. By enabling this feature you will not have to re-enter your credentials next login.

1:45 PM Thu Jan 17

MCDocs
Version v3.0
Login to PROD App

CWOPA USERNAME
c-miodonne

PASSWORD
●●●●●●●●●●

☒ Remember Me

LOGIN

If you forgot your password,
contact PennDOT IT Service Desk:
717-783-8330 | 855-783-8330

By logging into this app, you are allowing PennDOT to view and
monitor your actions inside of the app.

[App Info](#)

If you forgot your password, you can view assistance options at the bottom of the screen.

1:45 PM Thu Jan 17

MCDocs
Version v3.0
Login to PROD App

CWOPA USERNAME
c-miodonne

PASSWORD
●●●●●●●●

☒ Remember Me

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contact PennDOT IT Service Desk:
717-783-8330 | 855-783-8330

By logging into this app, you are allowing PennDOT to view and
monitor your actions inside of the app.

[App Info](#)

Once you have entered your CWOPA credentials, you will receive the ECMS Account Link box. This is where you will enter your ECMS username and password, linking the two accounts. The only way to change your linked ECMS account is to contact the IT Service Desk. You can update your ECMS account password in the 'Settings' screen.

The screenshot shows the CDOCS mobile application interface. At the top, the status bar displays '10:34 AM Mon Nov 19' and '95%' battery. The app header includes the CDOCS logo, 'Version --', and 'Login to SYST'. Below the header, a grey box says 'Getting ECMS Projects...' with a 'Cancel' button. A red-bordered dialog box titled 'Link Accounts' is centered on the screen. It contains the text 'Link your ECMS Account to CWOPA' and three input fields: 'CWOPA User ID' with the value 'c-miodonne', 'Username' with the placeholder 'ECMS Username', and 'Password' with the placeholder 'ECMS Password'. A blue 'Link' button is at the bottom of the dialog. At the bottom of the app screen, a disclaimer states: 'By logging into this application, you are allowing PennDOT to view and monitor your actions inside of the application.' Below this, 'ConstDocs-DEV' is on the left and 'App Info' is on the right.

10:34 AM Mon Nov 19

CDOCS
Version --
Login to SYST

Getting ECMS Projects...

Cancel

Link Accounts

Link your ECMS Account to CWOPA

CWOPA User ID c-miodonne

Username ECMS Username

Password ECMS Password

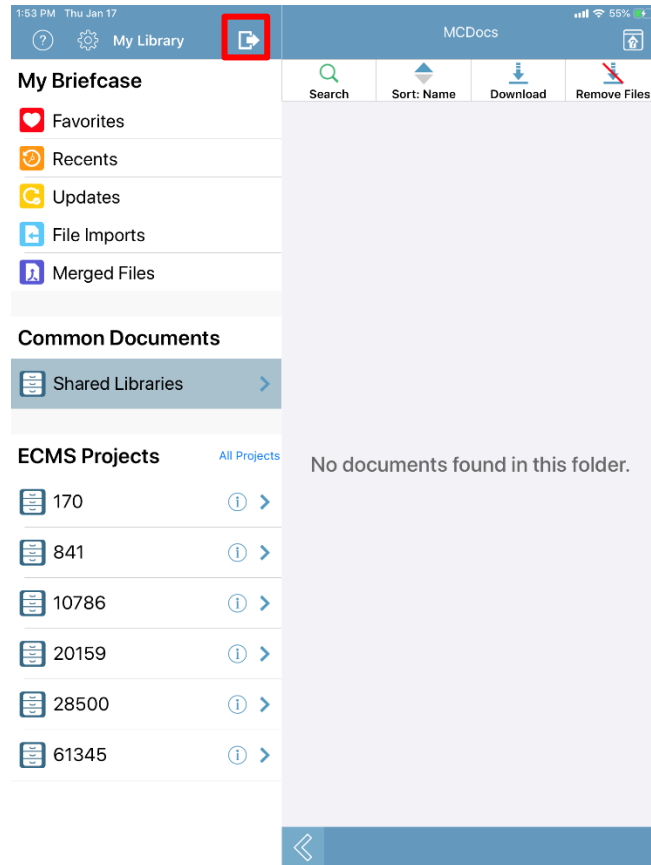
Link

By logging into this application, you are allowing PennDOT to view and monitor your actions inside of the application.

ConstDocs-DEV [App Info](#)

Log Out

To log out of the MC Docs app, click the “Log Out” button in the upper right hand corner of the ‘My Library’ section of the screen.

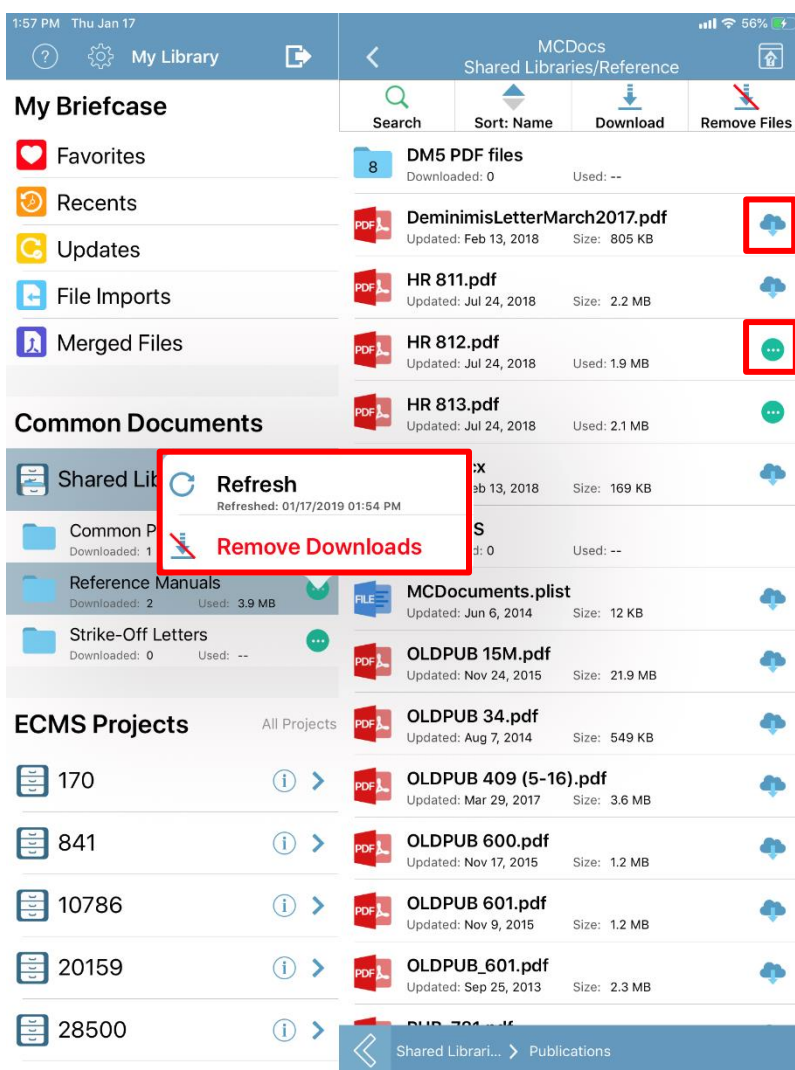


On the pop up that is displayed, click “YES” to be logged out of the app.

My Library Screen

Document Download


Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button. Each actions menu button contains different actions. Folders also display the actions menu button, from which you can refresh the folder and delete all files that are contained in that folder. To download a file or open a folder, tap on it.



Once a file has downloaded, you can open it by tapping on it. Once the document opens, you will notice the 'Done' button, the 'Page View' button, the 'Search' button, the 'Lock Screen Rotation' button and the 'Export' button. You will have these options when any file is opened on your screen. To close the file, tap 'Done.'


7:39 AM Mon Nov 19
Not Charging

Done
PUB 219M.pdf
Search

05-299 (7-08)		TRANSMITTAL LETTER		PUBLICATION:	
		Publication 219M September 2016 Edition Change No. 1		DATE:	
				August 4, 2017	
SUBJECT: Revisions to Standards for Bridge Construction September 2016 Edition					
INFORMATION AND SPECIAL INSTRUCTIONS: Incorporate the attached revisions into the September 2016 Edition of Publication 219M. The revisions pertain primarily to: * Manual for Assessing Safety Hardware (MASH) 2016 Edition. * Adding a new Standard Drawing for Type 31 Strong Post Guide Rail (RC-51M) (31" height to top of W-beam rail element). * Deleting an existing Standard Drawing for Type 2 Strong Post Guide Rail (RC-52M) (27 3/4" height to top of W-beam rail element). These revised Standard Drawings should be adopted on all new and existing designs as soon as possible without affecting any letting schedules and in conjunction with the current Publication 408 Specifications. Regardless, revised standards must be used on projects let after December 31, 2017.					
STANDARD	SHEET	DESCRIPTION OF CHANGES			
BC-703M	Sheet 1	Revised reference drawing to RC-51M (Type 31 Strong Post Guide Rail).			
BC-706M	Sheet 1	Revised W-Beam to Thrie-Beam Transition Sections in the two elevation views between Post 3 and Post 5 from a symmetrical shape to an asymmetrical shape.			
BC-708M	Sheet 1	Revised reference drawing to RC-51M (Type 31 Strong Post Guide Rail).			
BC-712M	Sheet 1	Revised Elevation A-A to indicate RC-51M.			
BC-712M	Sheet 1	Revised Note 4 to indicate RC-51M.			
BC-712M	Sheet 1	Revised reference drawing to RC-51M (Type 31 Strong Post Guide Rail).			
BC-712M	Sheet 1	Revised W-Beam to Thrie-Beam Transition Section in Elevation View between Post 5 and Post 7 from a symmetrical shape to an asymmetrical shape.			
BC-712M	Sheet 1	Revised Note 4 to indicate RC-51M.			

STANDARD	SHEET	DESCRIPTION OF CHANGES
BC-734M	Sheet 1	Revised reference drawing to RC-51M (Type 31 Strong Post Guide Rail).
BC-739M	Sheet 1	Revised reference drawing to RC-51M (Type 31 Strong Post Guide Rail).
BC-741M	Sheet 1	Revised Note 5 and Section C-C to indicate Revised Note 6 to indicate Test Level 4 (TL-4) Level 3 (TL-3) equivalence based on NCSS.
BC-741M	Sheet 1	Revised Elevation Views for Typical Concrete Alternate Concrete Bridge Barriers to indicate RC-51M.
BC-743M	Sheet 1	Revised reference drawing to RC-51M (Type 31 Strong Post Guide Rail).
BC-743M	Sheet 2	Revised details for Typical Shoulder Installation Revised Table "A" to indicate column as "DISTANCE" rather than "REQUIRED CLEARANCE".
BC-744M	Sheet 1	Revised reference drawing to RC-51M (Type 31 Strong Post Guide Rail).
BC-744M	Sheet 2	Revised details for Typical Shoulder Installation Revised Table "A" to indicate column as "DISTANCE" rather than "REQUIRED CLEARANCE".
BC-745M	Sheet 1	Revised reference drawing to RC-51M (Type 31 Strong Post Guide Rail).
BC-745M	Sheet 2	Revised details for Typical Shoulder Installation Revised Table "A" to indicate column as "DISTANCE" rather than "REQUIRED CLEARANCE".
BC-747M	Sheet 1	Revised reference drawing to RC-51M (Type 31 Strong Post Guide Rail).
BC-747M	Sheet 5	Revised Table "A" to indicate column as "DISTANCE" rather than "REQUIRED CLEARANCE".

STANDARD	SHEET	DESCRIPTION OF CHANGES
BC-747M (cont.)	Sheet 5	Revised values in Table "A" of minimum unobstructed distances for Type 31 Strong Post Guide Rail, Type 2 Weak Post Guide Rail, and Median Barrier.

CANCEL AND DESTROY THE FOLLOWING: The following revised BC-700M Series standards need to be retained for projects under construction and for future rehabilitation work: Index Sheet - Sept. 30, 2016 BC-703M - Sept. 30, 2016 BC-706M - Sept. 30, 2016 BC-708M - Sept. 30, 2016 BC-712M - Sept. 30, 2016 BC-734M - Sept. 30, 2016 BC-739M - Sept. 30, 2016 BC-741M - Sept. 30, 2016 BC-743M - Sept. 30, 2016 BC-744M - Sept. 30, 2016 BC-745M - Sept. 30, 2016 BC-747M - Sept. 30, 2016	ADDITIONAL COPIES ARE AVAILABLE FROM: <input type="checkbox"/> PennDOT SALES STORE (717) 787-6746 phone (717) 787-8779 fax ra-penndotsalesstore.state.pa.us <input checked="" type="checkbox"/> PennDOT website - www.dot.state.pa.us Click on Forms, Publications & Maps <input type="checkbox"/> DGS warehouse (PennDOT employees ONLY)
APPROVED FOR ISSUANCE BY: LESLIE S. RICHARDS Secretary of Transportation BY:  Brian G. Thompson, P.E. Director, Bureau of Project Delivery, Highway Administration	

Settings

The settings screen is where you will be able to update your ECMS/CWOPA link and customize the default settings. Tap on the settings icon in the top left corner. The settings screen displays. This screen shows both the CWOPA and ECMS accounts that are linked. You can change 'Max Recents Count' to show a specific number of files in the 'Recents' section on the dashboard. You can also change the "Data Refresh Interval" to refresh the data every x hours. To exit the settings screen, tap 'Dismiss'.

1:58 PM Thu Jan 17

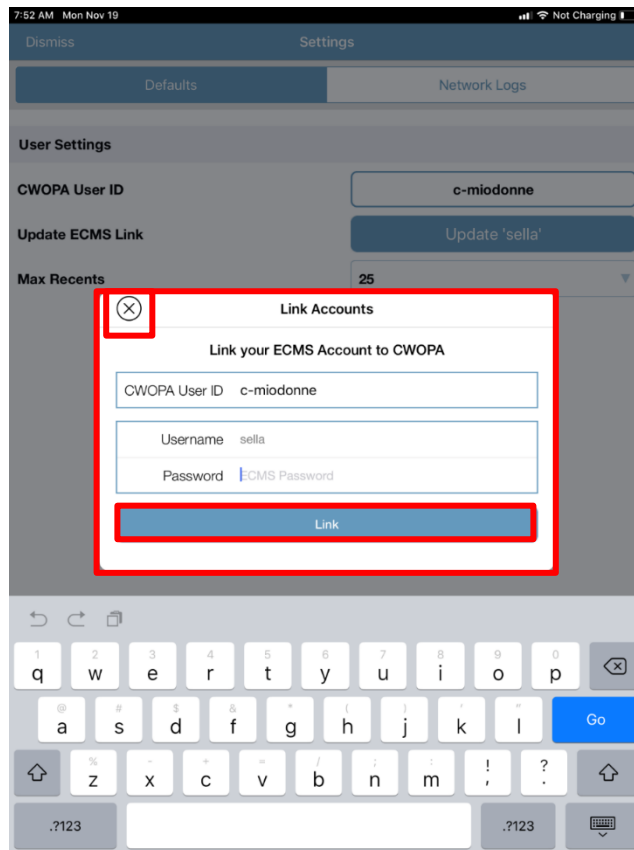
Dismiss Settings

Defaults Network Logs Authentication Requests Analytics

User Settings

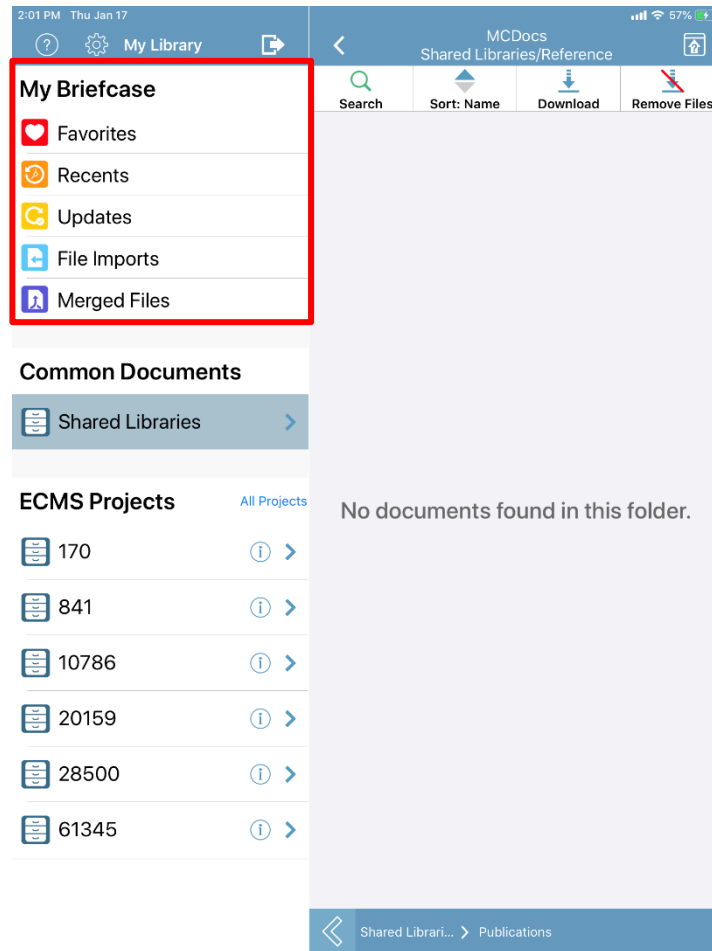
User Name	Michael ODonnell
Update ECMS Link	Update 'mdonnel'
Max Recents	25
Show Overlay	Yes No
Data Refresh Interval (In Hours)	24

To update your ECMS account link for something like a password change, tap on the Update ECMS Link button. You will only be able to update your ECMS password, not username. To update your username, contact the IT Service Desk. When you are finished, tap either the 'X' button or the 'Link' button.



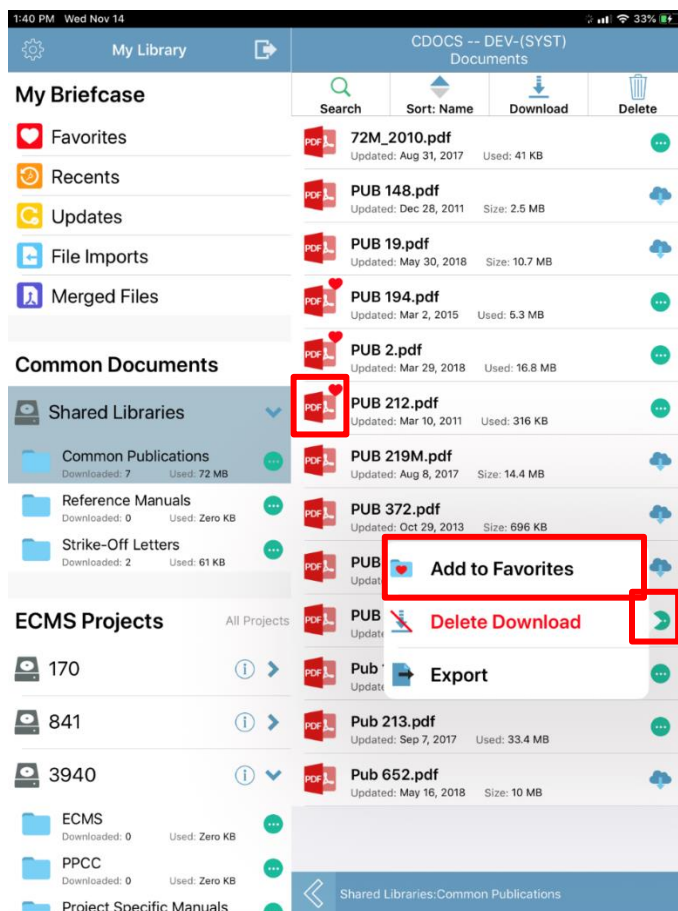
My Briefcase

The My Briefcase section contains 5 subsections to make document access easier.



Favorites

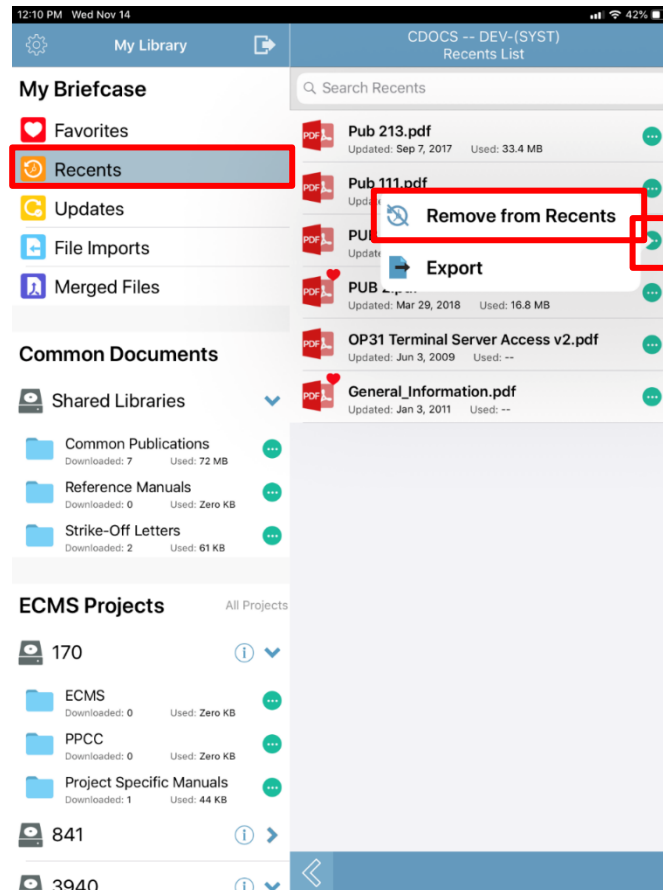
Adding files to your favorites allows for quick access to any files you will use often. A file that has been added to your favorites will display a heart in the top left corner of the file icon. To add a downloaded file to your favorites, tap on the actions menu button (⋮), then tap “Add to Favorites”.



To remove a file from Favorites, within the Favorites folder, tap the actions menu button, then tap “Remove from Favorites”. To export a file, tap “Export” and a list of other Apple iPad apps will display.

Recents

The Recents folder will display a list of files you've recently opened on your device. Files will be automatically added to the Recents folder once they are opened. To remove a file from the folder, within the Recents folder, tap the actions menu button, then tap "Remove from Recents".

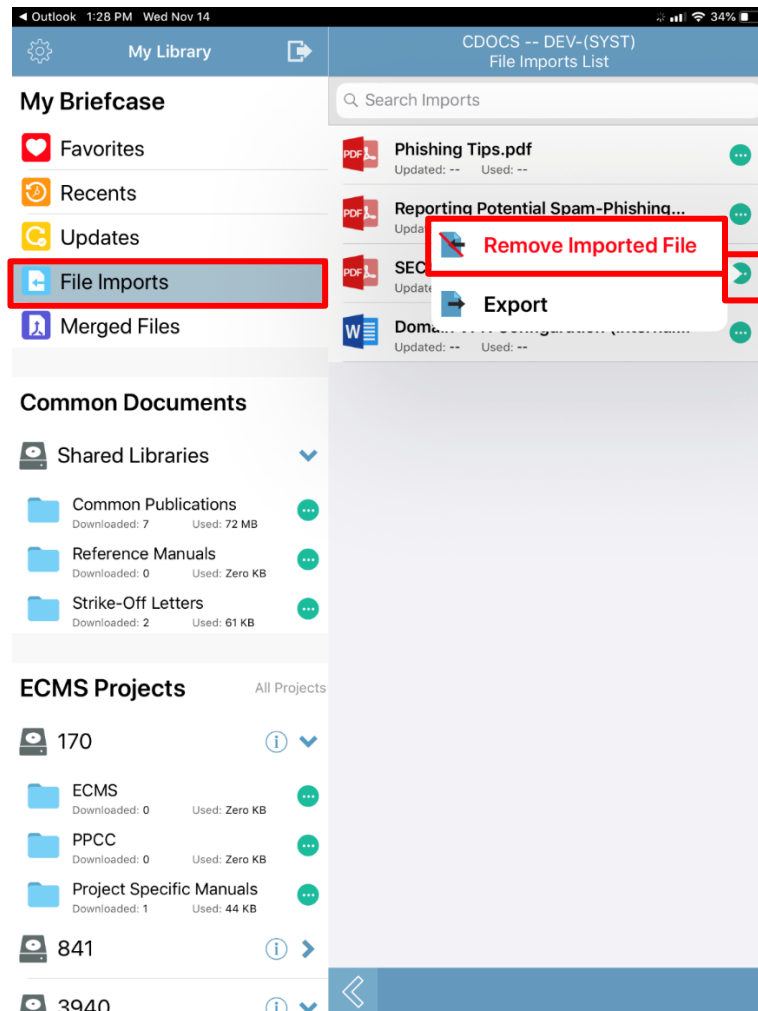


To export a file, tap "Export" and a list of other Apple iPad apps will display.

Updates

File Imports

Any files imported from other Apple iPad applications will be automatically saved and displayed in the File Imports folder. To remove a file from the folder, within the File Imports folder, tap the actions menu button, then tap “Remove Imported File”.



To export a file, tap “Export” and a list of other Apple iPad apps will display.

Common Documents

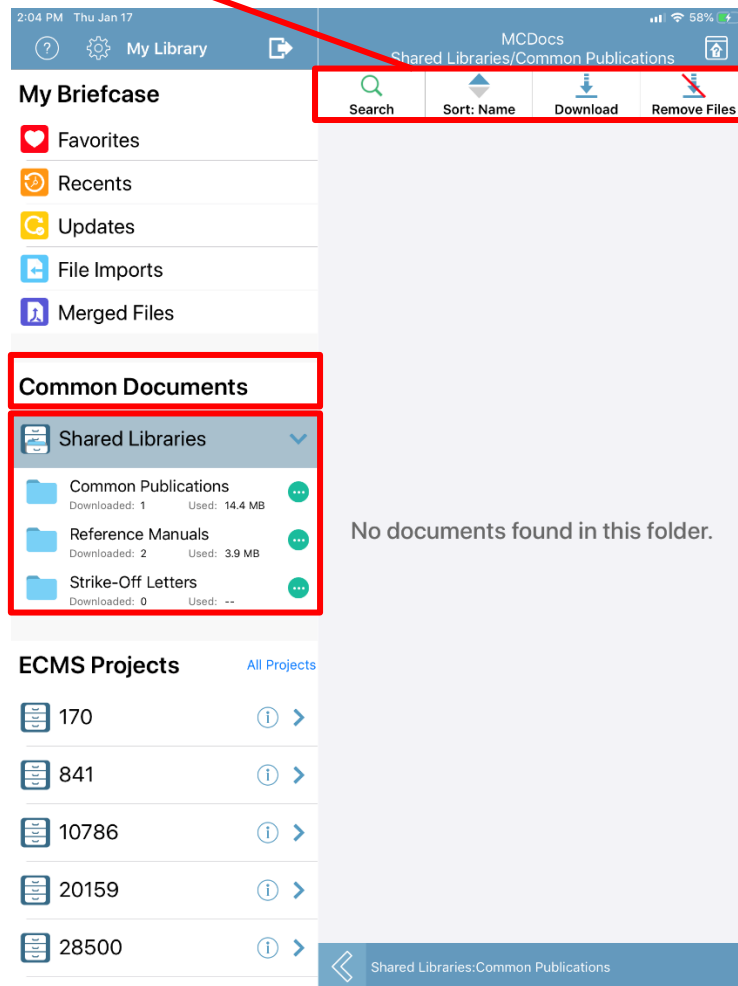
The 'Common Documents' folder is where you will access all files from shared libraries. 'Shared Libraries' contains the three subsections:

- Common Publications
- Strike-Off Letters
- Reference Manuals

Each subsection will list the number of files downloaded from that folder and the amount of space used.

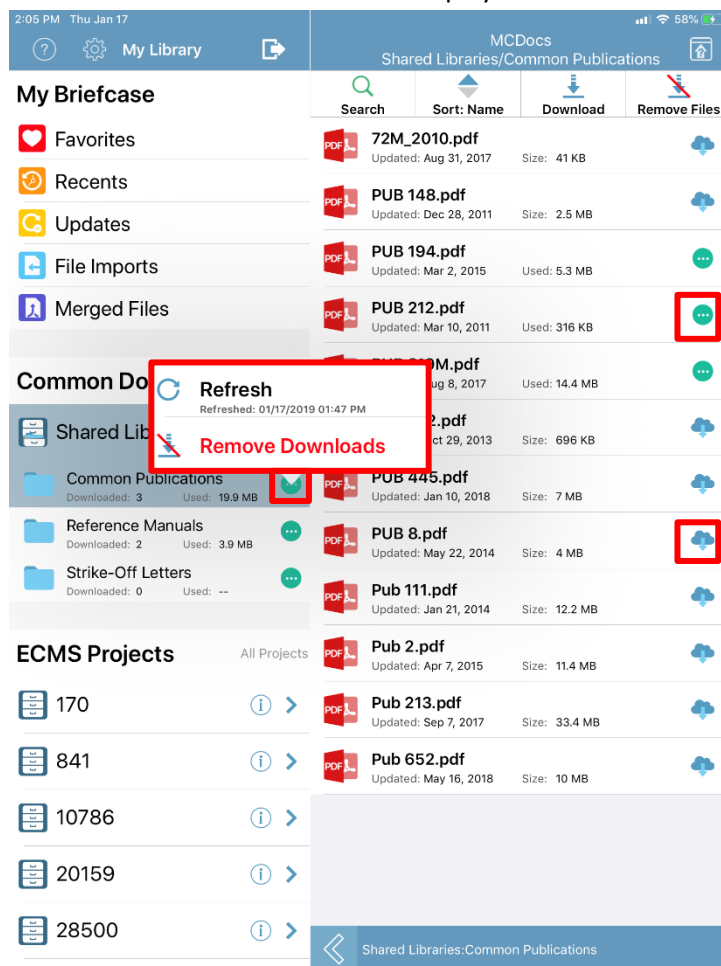
The menu bar at the top of the right section of the screen provides you with the following capabilities:

- Search
- Sort
- Download All
- Remove All



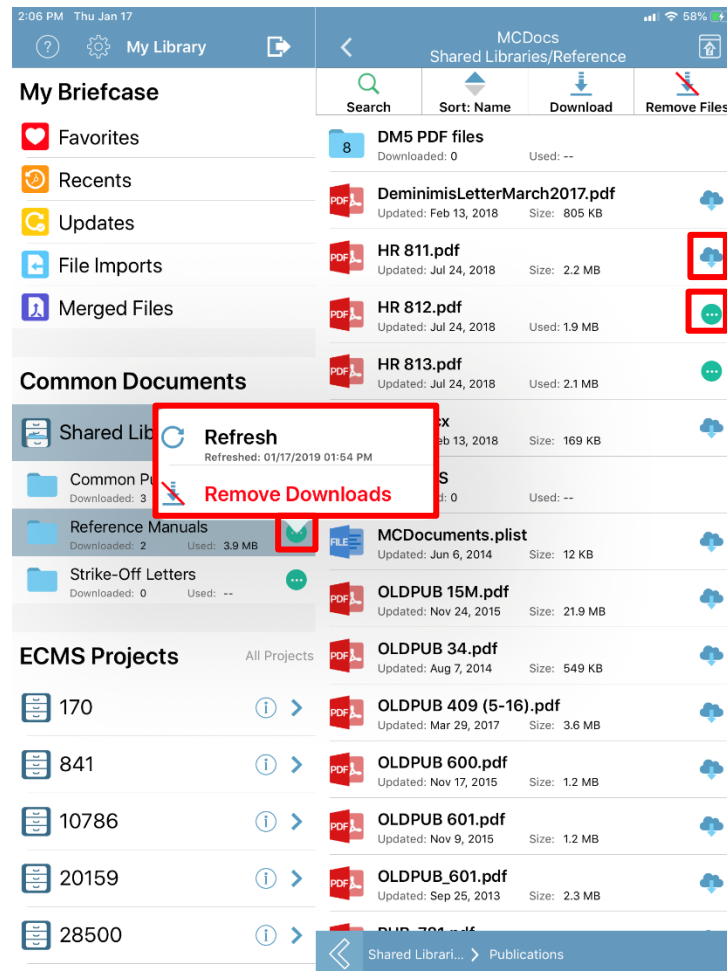
Common Publications

The Common Publications folder is a defined list of the most commonly access forms and publications. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the folder or remove all files you have downloaded from that folder, tap the actions menu button. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button.



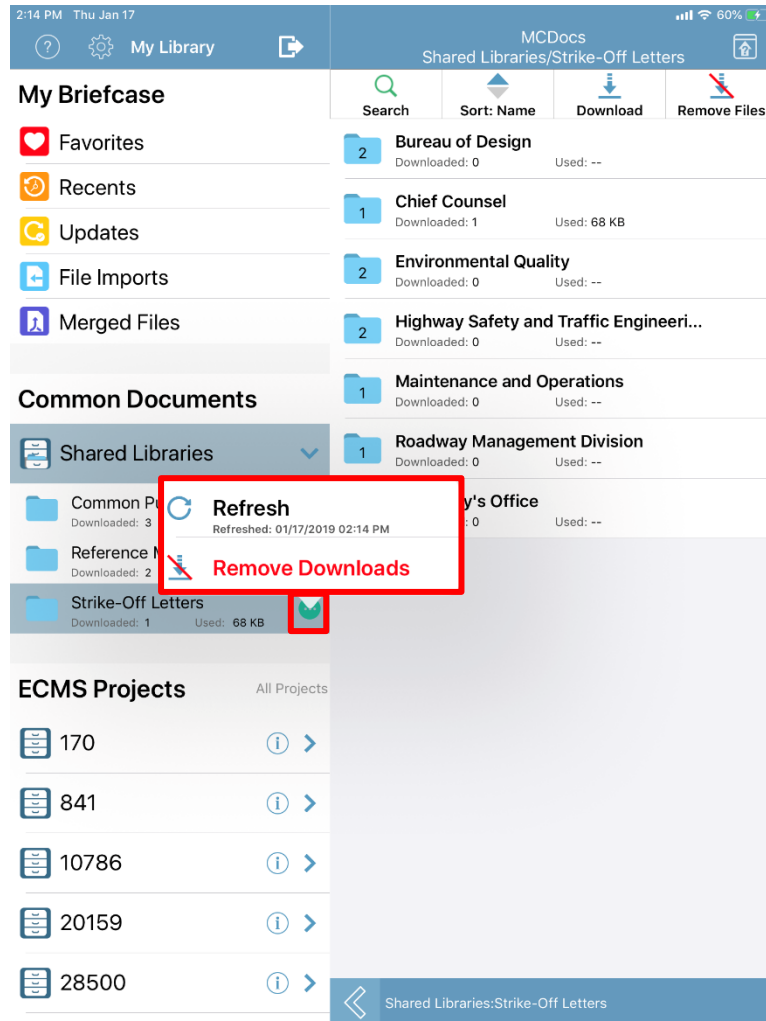
Reference Manuals

All other forms and publications are located here, in their respective folders. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the folder or remove all files you have downloaded from that folder, tap the actions menu button. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button. You can also download an entire directory or folder. Tap the actions menu button on the desired folder to display the actions available.



Strike-Off Letters

You will be able to access ECMS Strike Off Letters here. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the folder or remove all files you have downloaded from that folder, tap the actions menu button. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button. You can also download an entire directory or folder. Tap the actions menu button on the desired folder to display the actions available.



ECMS Projects

The 'ECMS' section is where you will access all files from ECMS. Each project you are assigned to will be listed below. To open a project, tap on it. Each project contains more information that can be accessed by tapping the info button to the right of the project number. Tapping on the each project itself will display three subsections:

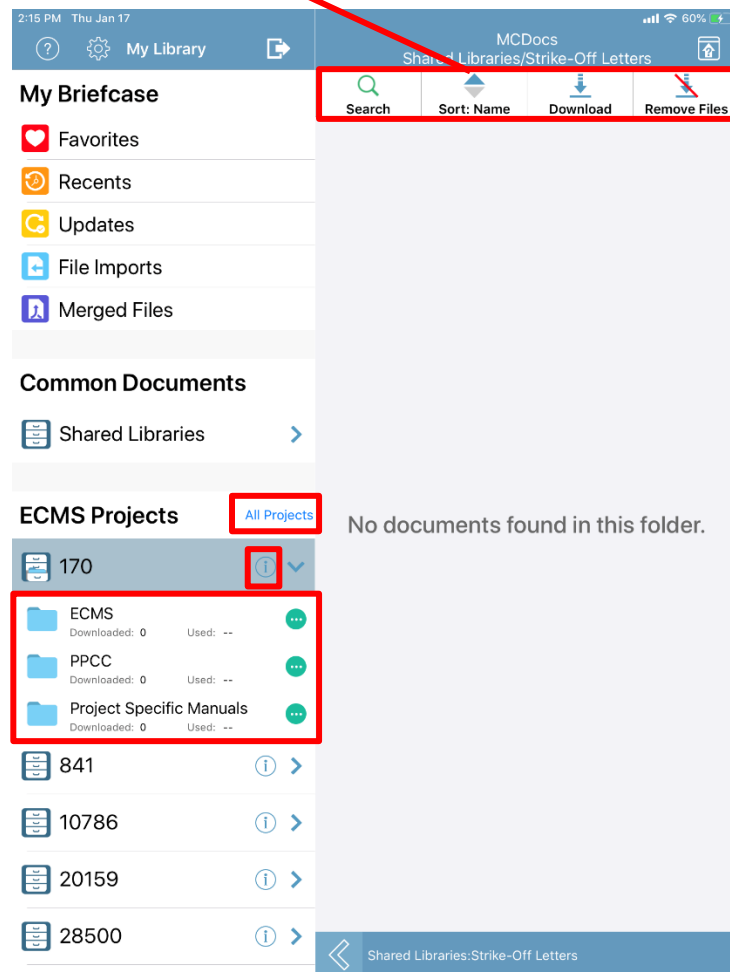
- ECMS
- PPCC
- Project Specific Manuals

Each subsection will list the number of files downloaded from that folder and the amount of space used.

The menu bar at the top of the right section of the screen provides you with the following capabilities:

- Search
- Sort
- Download All
- Delete All

To view all ECMS Projects that are available to you, tap on 'All Projects'.



All Projects

On this screen, you can view all projects which you have access to in ECMS. Each project lists the ECMS Project number, a brief description, an information button to view more project information, and a circle to indicate if it has been selected. Selected projects will display a checkmark in the circle while unselected projects display an empty circle. Any projects that appear to be shadowed and unable to select, are projects that you are a team member of and therefore cannot deselect them.

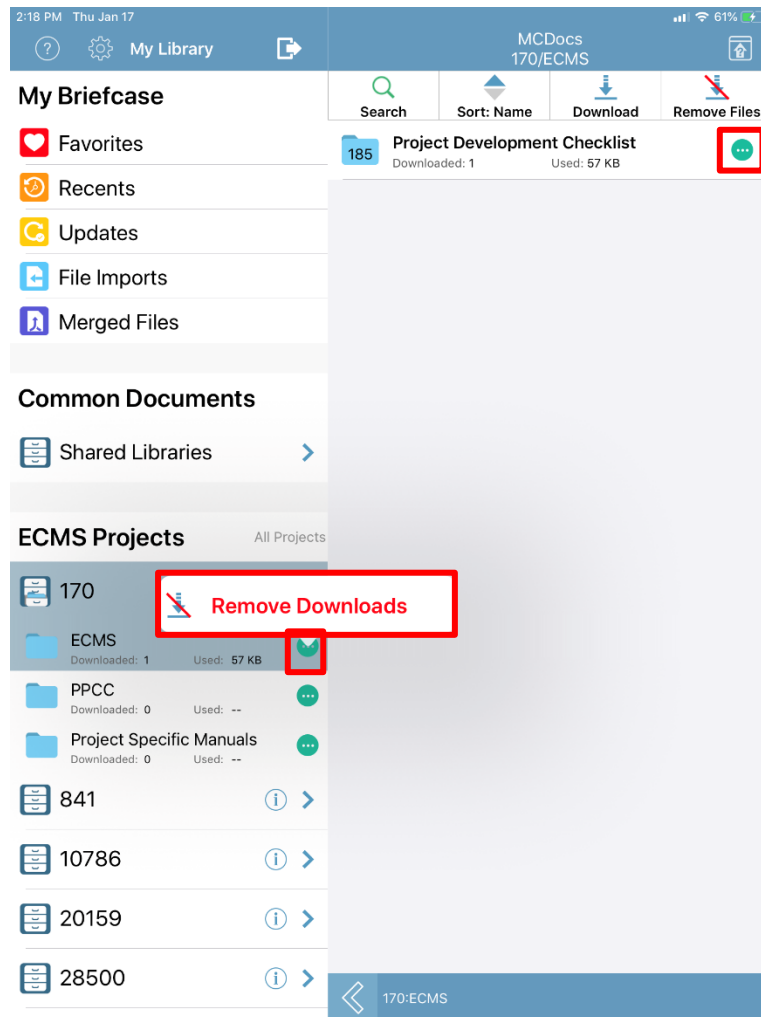
Cancel Manage ECMS Projects List Save

Filter on Name, County, District, StateRoute and Section

S.No	Project	Short Description	Team
1.	170	FOY TO OAK LYNN #2	Yes
2.	841	FOY TO OAK LYNN #2	Yes
3.	3940	Copydata - Test Project#...	Yes
4.	10785	Project for Mobile Testing 09-29-2014	
Project: 14579			
5.	1	District	SR / Section
6.	1	6	0001 / M10
7.	1	County	Org Code
8.	1	Chester	0800
9.	1	Group ID	Municipality
10.	1	408 Version	EAST NOTTINGHAM
11.	1	2007-6	Project Status
12.	1	Short Description	Construction
13.	1	Test Construction Project	
14.	1	Long Description	
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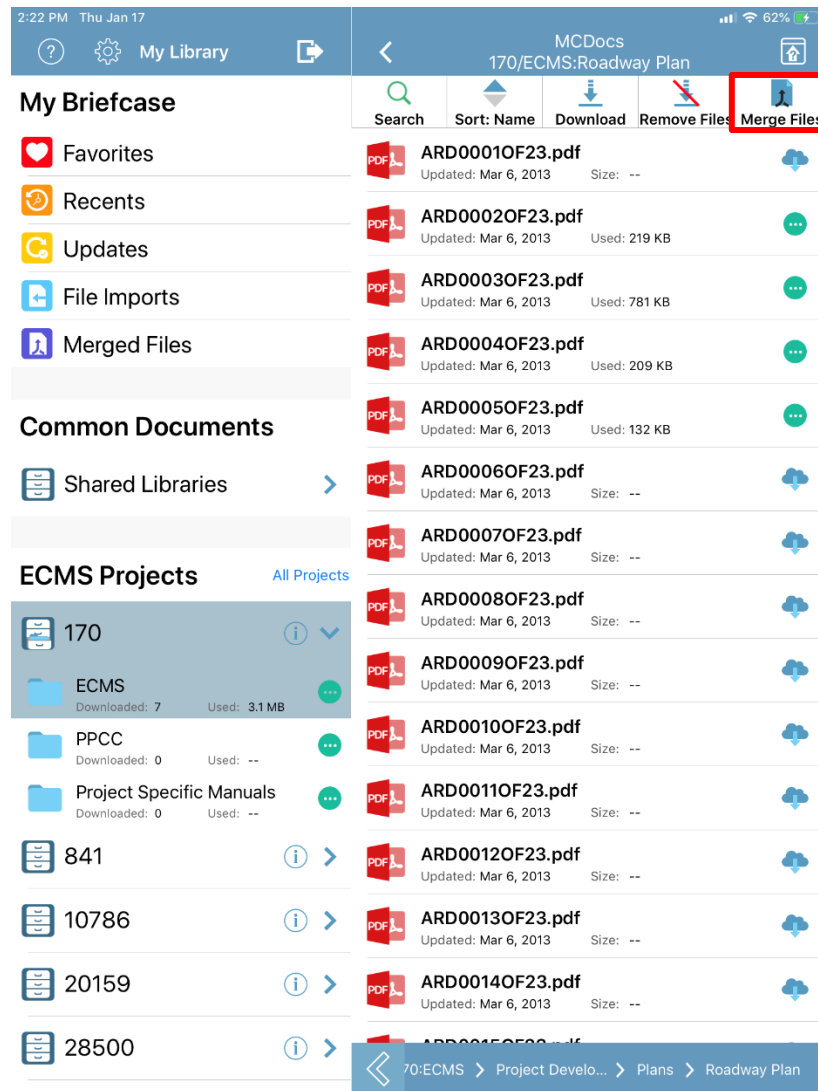
ECMS

The ECMS folder is where you will find Project Development Checklist items and all other ECMS related files. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh a folder tap the actions menu button. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button.

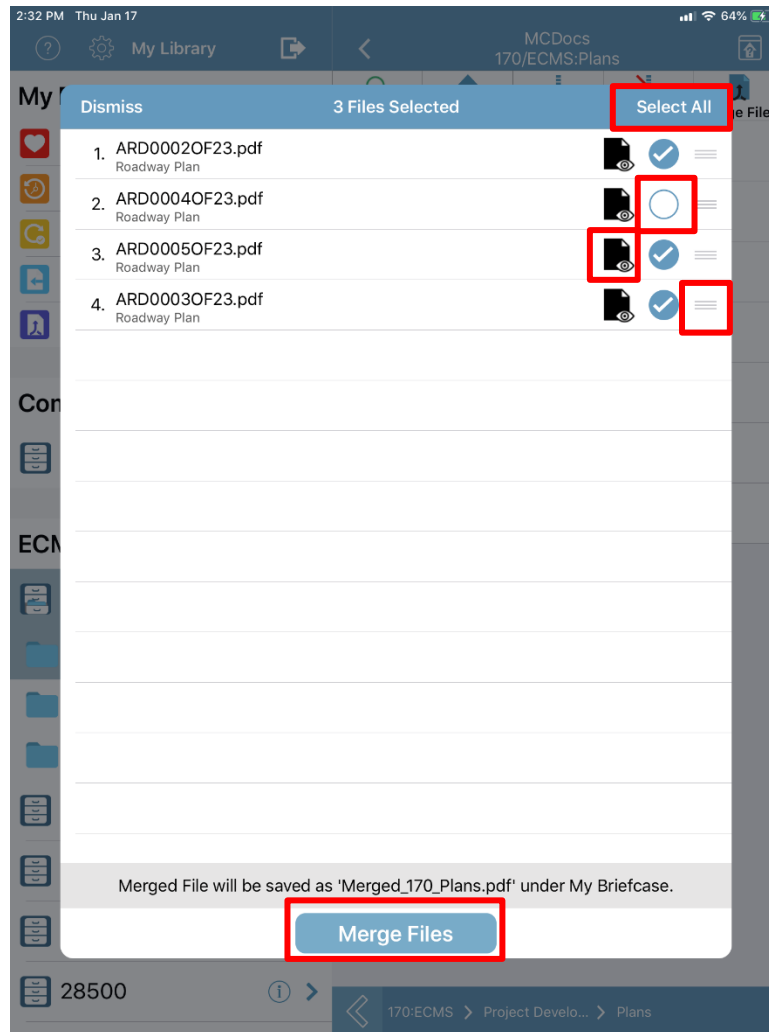


MERGING FILES

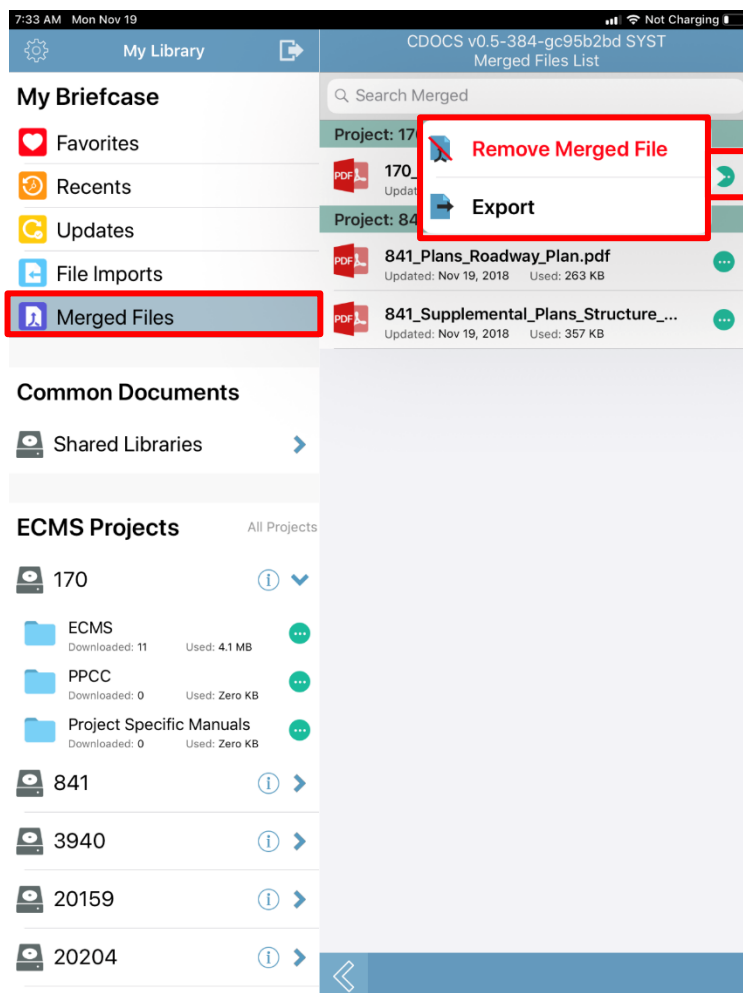
You can also merge two files together. **You are only able to merge ECMS Project Development Checklist items that are in PDF format.** Any two documents within a specific project under ECMS, Project Development Checklist can be merged. Once the two desired files are downloaded, tap 'Merge' in the top of the Document Menu bar to bring up the merge screen.



The 'Merge' screen will display a list of all the documents that have been downloaded from this folder. **All files available for merging will automatically be selected to merge.** You can open each file by tapping on the preview button. An empty circle on the right side of the document title indicates it has not been selected to merge. To deselect a document, tap on it and notice the empty circle indicating that file is no longer selected. To deselect all the documents listed, tap 'Select All' in the top right corner. To change the order of the files selected, tap and hold down on the three lines to the right of the file you wish to move and drag to the desired position. The numbers will automatically change once you move the file. Once all desired files are selected, tap 'Merge Files' at the bottom of the screen.

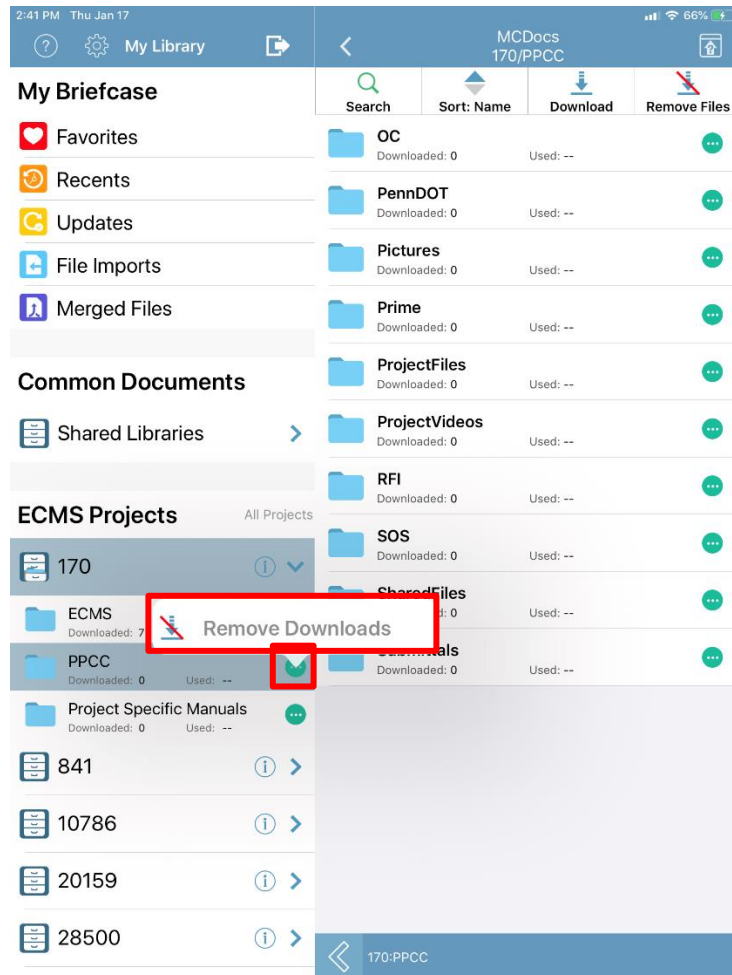


Once the files have finished merging, the merged document will automatically open. You have the same document options as any other documents, such as search, lock screen rotation, and export. Tap 'Done' to exit the merged document. All merged files will be automatically stored and listed, **by the project number** the files were originally located, in the 'Merged Files' folder. From here, you can remove the merged file, or export it to another Apple iPad App.



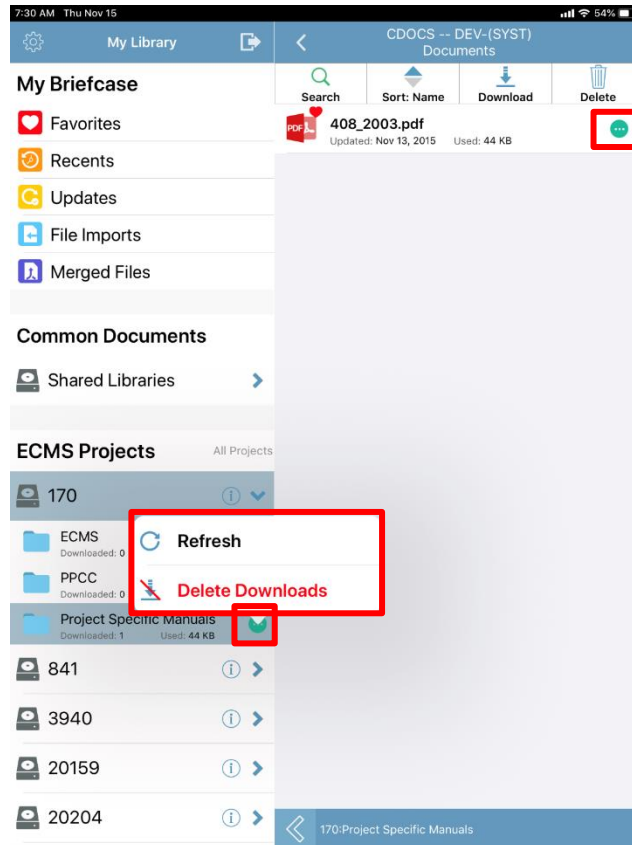
PPCC

The PPCC folder is where you will find PPCC related items. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the folder or remove all files you have downloaded from that folder, tap the actions menu button. If there are no downloaded files to delete, you will see the button greyed out and unavailable. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button.



Project Specific Manuals

The Project Specific Manuals folder is where you will find all documents that are directly related to this specific project. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the folder or remove all files you have downloaded from that folder, tap the actions menu button. If there are no downloaded files to delete, you will see the button greyed out and unavailable. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button.



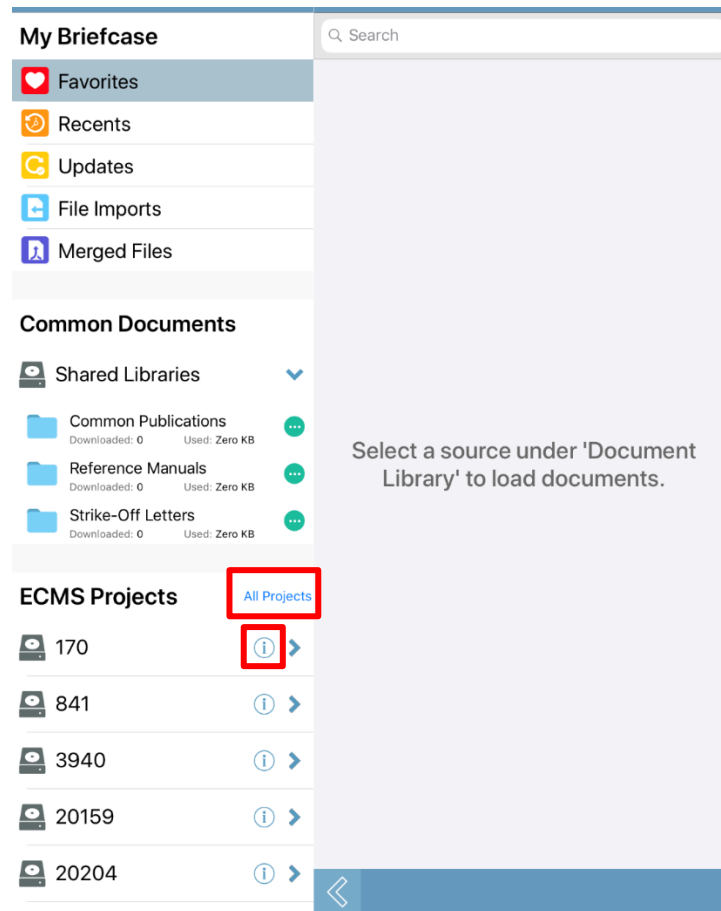
Help

The help function is available throughout the MC Docs app by clicking the question mark button in the upper right hand corner.

Once clicked, help documents and contact information will display.

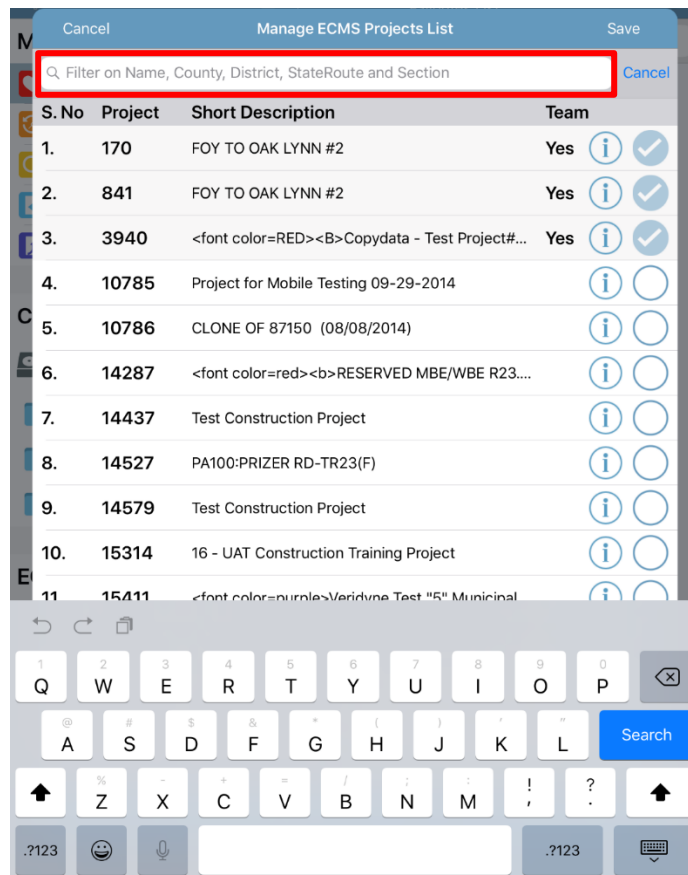
Additional Project Information

In addition to the ECMS Number, Project name, State Route and Section, available immediately below each project, you can view the County, Municipality and District by clicking the Additional Information button, as seen below.



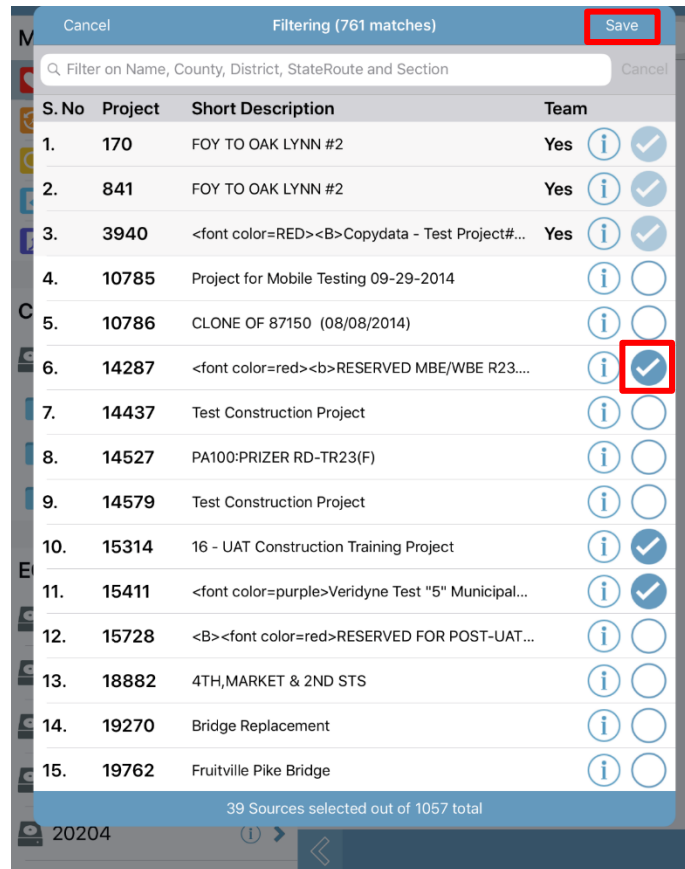
Searching Projects

The All Projects Screen includes a search function for quickly filtering your list of projects if it becomes large. Searched project information includes the ECMS number, County, State Route and Section. To perform a search, tap in the search box to bring up the keyboard. Then, simply begin typing characters present in your desired project. The list will adjust dynamically to quickly cull the list of projects.



Selecting a Project

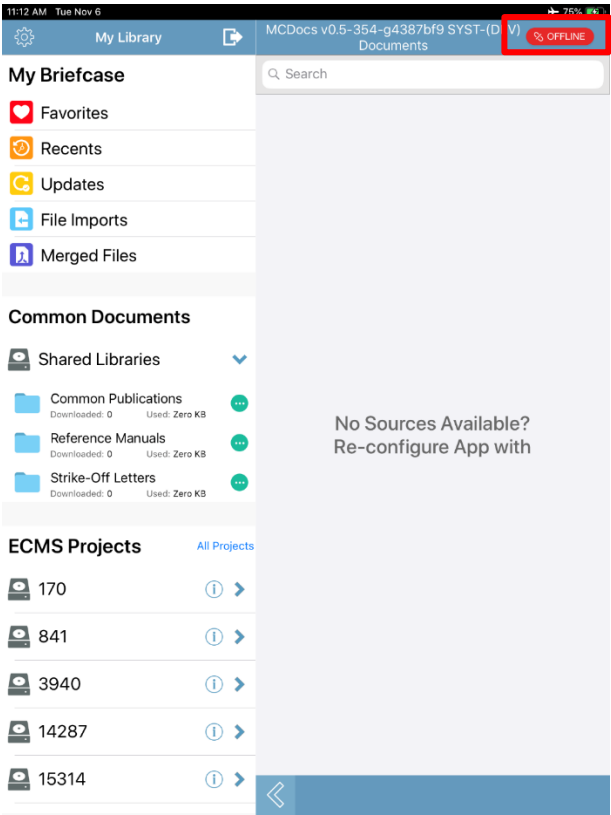
To select a project, click anywhere on the Project Information. This will fill in the empty circle on the right hand side of the listing. Once all desired projects are selected, tap Save in the top right corner of the screen. You will notice the projects are now listed underneath the ECMS Projects section.



Downloading Documents

Offline Mode

In order to download documents, your iPad must have either a cellular or Wi-Fi data connection. If it does not, you will be unable to download any documents. To make it clear when your iPad is disconnected from the internet, an indicator has been added to the toolbar, as seen below. When this icon is displaying, your iPad is disconnected from the internet and will be unable to download any documents.



Document Type	Application
PDF	Adobe Reader
Zip	File Manager
Excel	Numbers
Word	Pages
PowerPoint	Keynote

If you encounter a file type which you are unable to open with any available 3rd party applications, please contact the PennDOT help desk.